



# CANDIDATE INFORMATION PACK

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HEADTEACHER: CUTTESLOWE PRIMARY





# FROM THE GOVERNORS

Thank you for your interest in the role of Headteacher at Cutteslowe Primary School. This is a wonderful opportunity to join an aspirational school with strong roots in the local community and great ambitions for improvement as part of the successful River Learning Trust.

At Cutteslowe we are committed to encouraging confident and independent learners. The school has great facilities, beautiful grounds, and its own forest learning area. Cutteslowe is not only situated in one of the world's most famous cities, it is part of a community that is rich in history, yet open and welcoming to the many new names and faces that arrive every year. We thrive on giving every child the opportunity to make the most of what we can offer them. Our aim is to create a school culture that reflects exceptionally positive attitudes for learning, for community, and for life.

Having been inspected by Ofsted in March 2020 as Good, we are looking for a Headteacher who is positive, dynamic, and ready to build relationships with pupils, staff, governors, and the wider Cutteslowe community. A demonstrated ability to enable resilience in both staff and children, whilst challenging pupils to realise their full potential, is vital.

Cutteslowe Primary has been on a journey over the past 50 years, and our current focus is on improving outcomes for all groups of children through an inspiring and innovative curriculum. To carry Cutteslowe into its next phase, it is important that our new Headteacher is an agile thinker, a genuine listener, and a committed educator.

We enthusiastically invite prospective candidates to come and visit our school, and look forward to welcoming you to Cutteslowe Primary School.



# ABOUT OUR SCHOOL

Cotteslowe Primary School is located in north Oxford, just over two miles from the city's Dreaming Spire, and easily accessible by the Oxford ring road.

Our children get to make the most of both the urban and rural elements of Oxfordshire. Throughout their time at Cotteslowe, children experience teaching and learning outside of the usual school environment, from trips to see the pantomime at Oxford Playhouse, feeding the lambs at Farmer Gow's, to weeklong residential trips to Kilvrough Manor.

The school is adjacent to Cotteslowe and Sunnymead Park, the city's largest park, and a wonderful green space that the school regularly visits as a local resource for outdoor learning.

Pupils get to experience the advantages of

being in the same city as one of the world's leading universities, visiting the University of Oxford's museums, colleges, and laboratories, and learning from visitors from the University itself.

COTTESLOWE PRIMARY SCHOOL - KEY FACTS	
Age range	Nursery through Year 6
Children on roll	331
Ofsted rating	Good (Last inspected March 2020)
Pupil Premium	59 (17%)
Number of teaching staff	16 Teachers (inc. Deputy Head, 1 SENCo)
Foundation (2021)	Good level of development: 47%
Key Stage 1 (2019)	Maths: 73% Writing 77% Reading: 80%
Key Stage 2 (2019)	Maths: 79% Writing 79% Reading: 79%
School category	Academy (River Learning Trust)

**Vision: An international school community where wellbeing is nurtured and learning is limitless.**

**By challenging ourselves through an innovative, enquiry based, curriculum.**

**Our Behaviour for Learning Expectations:**

Be *Kind*  
Be *Respectful*  
Meet the *Challenge*



**By understanding ourselves, each other and our local and global communities.**

**By showing consideration to each other and our environment.**

Part of the  
**RLT** RIVER  
LEARNING  
TRUST



# OUR SCHOOL COMMUNITY

Cotteslowe Primary School is a warm and friendly place that buzzes with positive energy. Its school community has a strong foundation in its experienced and vibrant staff, including its teachers, teaching assistants, and administrators. Staff members embody the school values of kindness and respect, with our recent Ofsted inspector saying: “..teachers are supportive, thoughtful and understanding, a view confirmed by many parents and carers”. You will find strong relationships between staff members; communication channels are open and ready to receive messages. Staff are motivated to meet goals through collaborative conversations.

Teachers actively engage with the wider school community, sending postcards home to recognise the efforts of our pupils, or making calls when needed to acknowledge the importance of communication and connections between school and home. Our pupils reflect the diversity of Oxford in many ways. Pupils come from a range of households: whilst most families are permanently based in Oxford, many families are only temporarily based in Oxford as

parents take on short-term placements at the University and hospitals.

The dynamic nature of our pupil population means there is a vibrant mix of ethnicities and nationalities present at Cotteslowe. Our catchment also draws from an area of Oxford that includes households from a broad range of socio-economic backgrounds.

Our parent and carer community is active and engaged in the improvement of our school. The Cotteslowe School Friends not only put on the usual school fundraisers, such as the Christmas and Summer Fairs, but are also an innovative group that have put together a profitable school calendar, involvement in the local ParkRun, Easter Egg Hunt, and set up a fundraising account with the Oxford Lottery. We also have a set of class representatives that meet with the Headteacher once a term to feedback what has been discussed amongst parents of each class. Parents and carers are frequently seen around the school, offering up their time to read to children, share their knowledge and experiences, and even coming around during school breaks to help feed the school animals.



# JOB DESCRIPTION

**Job Title:** Headteacher, Cutteslowe Primary School.

**Location:** Cutteslowe Primary School, OX2 7SX.

**Accountable to:** The Governing Body.

**Contract Terms:** Permanent, full time.

**Salary:** L15 to L21 – £59,581 to £69,031.

**Disclosure Level:** Enhanced DBS.

## JOB PURPOSE

- To provide inspirational, professional leadership for Cutteslowe Primary School to deliver an outstanding education for children living in the local community.
- To ensure that strategic planning is informed by rigorous self-evaluation to enhance leadership and governance; teaching and learning; the curriculum and standards of achievement.
- To work in genuine partnership with the Governing Body and other stakeholders to fulfil the aims of the school.

## CONTEXT

This role profile should be read in conjunction with the duties of the Head teacher as set out in the latest National School Teachers' Pay and Conditions document, the Headteachers' Standards 2020, and the policies and procedures of the Governing Board.

## KEY RESPONSIBILITIES

The Headteacher:

- leads Cutteslowe, providing energy and direction to drive improvement and excellence throughout the school
- ensures all pupils and staff receive the best experiences and opportunities to develop during their time at Cutteslowe
- is responsible for the overall organisation, management and conduct of the school
- leads by example, with integrity, confident authority, a sense of fun, kindness, creativity, focus and resilience
- fulfils the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD)
- ensures the school's compliance with

- relevant legislation, including but not limited to that relating to safeguarding, health and safety and teaching and learning
- is the accountable officer of the school and the key contact at Cutteslowe for RLT and the Department for Education
- The Headteacher's name will appear on the school's Ofsted reports.

## SCHOOL ORGANISATION, STRATEGY AND DEVELOPMENT

- Working with the LGB, the Headteacher:
- sets, communicates and maintains the school's values and ethos
- formulates the school's vision and longer-term plans and provides strategic leadership towards their achievement
- sets the school's principal objectives in its annual development plan
- establishes detailed plans to achieve those objectives
- ensures timely and accurate monitoring and reporting of progress towards the achievement of the school's objectives
- develops, motivates and manages the staff team
- plans, directs, monitors and reports the use of financial and other resources

## TEACHING AND LEARNING

The Headteacher:

- leads and manages teaching and learning in the school, working with the SLT and LGB to identify, model and develop excellent

teaching consistently, throughout the school

- builds and maintains a learning environment in which pupils' behaviour is exemplary, their curiosity for learning is engagingly stirred and the expectations of all pupils and staff are high
- works with the SLT and LGB to determine, organize and implement a broad, balanced curriculum and its assessment
- systematically monitors and evaluates the quality of all teaching and learning in the school, setting challenging, realistic targets for improvement
- fosters a culture of, and trains staff in, giving, requesting and receiving feedback
- designs and embeds systems for assessment and moderation, ensuring these are fit for purpose
- marshals internal and external data (including from assessment, moderation and peer review) to monitor impact and identify areas for improvement
- prioritises the closing of attainment and progress gaps for identified groups, including pupils in receipt of pupil premium funding
- oversees and protects the provision of appropriate, high quality teaching and learning for pupils with special educational needs and disability
- monitors the progress and attainment of all groups in all subjects and works with staff to make timely impactful intervention to benefit pupils when gaps emerge
- understands the factors likely to affect pupils' learning, analyses these in the context of the school, and helps staff to develop appropriate strategies to promote positive learning behaviour
- maintains knowledge of education systems locally, nationally and globally
- delegates effectively, giving SLT members and other staff responsibility to lead throughout the school, including (for example) line management and undertaking appraisals for teaching and support staff, taking lead responsibility for individual school priorities, phase and subject leadership
- takes specific actions to empower staff to maximise their contribution to school improvement and performance
- champions the school's staff team, taking action to reduce workload where possible
- line manages and conducts the appraisals of all members of the SLT in an open, professional way and trains other leaders to do likewise
- plans and leads (or delegates) whole-school staff development activities (e.g. on INSET days) that are relevant and engaging
- invests time and money in the development of future and middle leaders
- carries out succession planning for key roles at Cutteslowe, and releases developed school leaders to benefit other schools in RLT and beyond
- designs and regularly reviews the effectiveness of the staff structure
- leads necessary change thoughtfully, winning staff over and 'bringing people with them'
- ensures appraisal objectives are set for all staff and that these are linked to both pupil achievement and personal development
- puts in place clear links between achievement of appraisal targets and pay progression
- understands in detail what is required from staff in specific roles including Deputy Headteacher and School Business Manager; sets clear expectations, and reviews and updates job descriptions when necessary; 'knows what excellent looks like' in all roles
- promotes and monitors staff well-being, including by regular surveys of all staff; intervenes in a timely manner
- sets clear expectations regarding standards of conduct by staff
- protects the school by taking advice from RLT HR professionals when appropriate
- if necessary, leads on staff disciplinary matters

## LEADERSHIP AND MANAGEMENT OF STAFF

The Headteacher:

- develops and maintains respectful relationships with all staff, acting with integrity, care and fairness

# COMMUNICATION

The Headteacher:

- is a skilled oral and written communicator
- speaks to pupils in a way that makes them feel valued and involved in the life of the school
- communicates clearly with all staff, using appropriate methods, ensuring no one is left out
- keeps parents and carers informed and engaged through high quality communications that celebrate the life of the school
- ensures communication relating to disciplinary matters, including fixed term exclusions, is clear, concise and understood by parents and carers
- approves access to and monitors content on the school website and social media feeds
- prepares concise reports for LGB and its subcommittees in a timely manner
- maintains open lines of communication with senior RLT staff and submits reports to the Trust as requested
- maintains open communication with the school's PTA
- represents the school in the surrounding community, making and maintaining contact with neighbours, organizations and influential individuals to the benefit of the school
- acts as the school's contact with the media

# ACCOUNTABILITY

The Headteacher:

- is accountable for the overall performance of the school
- ensures that staff recognize that they are accountable for the success of the school and are clear what their role is, and holds them accountable for their performance against appraisal targets
- is willingly accountable for their leadership decisions, engaging in rigorous, realistic self-evaluation, asking for feedback from senior RLT staff, LGB, staff, colleagues at other schools
- incorporates feedback received in personal

objective setting

- demonstrates a healthy work-life balance to the staff team
- reports to RLT and the LGB and its subcommittees using agreed formats, giving appropriate consideration to producing concise reports that assist them in fulfilling their responsibilities
- is regularly visible in and available to the school community
- responds to contact from parents in a professional, timely manner
- is prepared for, and represents the school in, external inspections

# MANAGEMENT OF RESOURCES

The Headteacher:

- *works with the SBM and LGB to develop a balanced budget designed to meet the school's objectives*
- plans a sustainable staffing structure for the school
- understands the school's financial performance and position and, assisted by the SBM, articulates this to others including LGB and RLT
- creatively sources additional funding for the school
- ensures the school's assets are safeguarded and appropriately maintained
- develops long-term resource plans addressing any need for new facilities or renovation
- links budget planning to the requirements of the school's curriculum
- takes responsibility for the school's pupil premium strategy and ensures spending for the benefit of pupils in receipt of pupil premium funding, and its impact, is accurately recorded
- ensures the school's use of designated sports and other funding benefits all pupils and contributes to overall wellbeing as well as enhancing the school's performance in sporting competitions
- liaises with the PTA to identify fundraising objectives and to match fundraising with the school's strategic priorities



## HEALTH, SAFETY AND DISCIPLINE

The Headteacher:

- is responsible, with other staff and LGB, for keeping children safe at Cutteslowe
- creates a culture of health and safety (H&S) compliance, risk awareness and danger reduction
- ensures the school's behaviour policy is fit for purpose and is consistently applied
- monitors and reports behavioural incidents
- ensures the school's anti-bullying policy and procedures are fit for purpose and regularly addresses bullying through appropriate whole-school activity
- after making every reasonable effort to avoid them, takes responsibility for any permanent exclusions
- ensures recommendations in H&S audit reports are acted upon and that H&S compliance is included in the appraisal targets of key staff

## PROFESSIONAL DEVELOPMENT

The Headteacher:

- has overall responsibility for staff members' professional development
- plans resource allocation and staff training on the basis of needs identified in appraisals and the school's objectives
- models continuing professional development in their own career
- invites innovative input to the staff team from vetted individuals and organisations
- contributes to the LGB's process of self-evaluation, helping to identify governors' skills gaps and training needs and suggesting
- improvements to LGB processes

## WORKING WITH COLLEAGUES AND OTHER PROFESSIONALS

The Headteacher:

- knows when to involve other professionals
- is tenacious in seeking outside help for the school
- builds links within RLT and with other local, national and global school leaders
- is main contact point for police, the LADO, and other relevant professionals

The Job Description is current at the date shown, but in consultation, may be changed by the governors to reflect or anticipate changes in the job commensurate with the grade and job title. The Headteacher will be expected to comply with any reasonable request from the governors to undertake work of a similar level that is not specified within this job description.

*The River Learning Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.*

*River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.*

*The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.*

*Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*



# PERSON SPECIFICATIONS

## QUALIFICATIONS/TRAINING

DFE Qualified Teacher Status

National Professional Qualification for Headteachers (NPQH) or National Professional Qualification for Senior Leaders (NPQSL) (DESIRABLE)

Evidence of relevant, recent professional development including leadership training and development

## KNOWLEDGE AND EXPERIENCE

Achieving excellence in attainment and progress at primary level

A proven ability to develop children's creativity, independence and self-esteem

A strong track record in the improvement of learning and teaching

Confidently analyse and use data to ensure that children make excellent progress in their learning

Significant experience of supporting children with special educational needs and disabilities within an inclusive classroom

Up-to-date knowledge of safeguarding procedures and an understanding of school leaders' responsibilities with regard to safeguarding

Development of a school improvement plan (DESIRABLE)

Success in managing and monitoring a school's budget (DESIRABLE)

Utilization of the strengths of the wider community to enrich the school (DESIRABLE)

Successful leadership of a school during external inspection (DESIRABLE)

## SKILLS AND ABILITIES

Excellent communication skills - verbal and written

Ability to relate well to children and share their interests and enthusiasms, to play and have fun

Excellent ability to lead, manage and inspire colleagues to maintain a collaborative and effective community of professionals

Effective administrative and organisational skills with the ability to cope with the pressures of management and leadership

Ability to hold people to account and challenge under performance

Ability to work in partnership with the governing body, RLT, parents and outside agencies

Ability to oversee and manage effectively the marketing, business and finance of the school

## PERSONAL QUALITIES

Engaging as a leader within the school and local community

Able to have fun and show a sense of humour; willing to play and bring laughter into the spaces of the school

Excited by the vision of an inclusive and diverse school community seeking excellence in learning and teaching

Respectful of children, caring about what they are interested in and taking time to listen to them.

Kind and caring, empathetic and reflective; someone who listens to all and takes time to respond in a genuine and honest way.



## ABOUT RLT

River Learning Trust (RLT) is a multi-academy trust responsible for a number of primary and secondary schools and a school centred initial teacher training (SCITT) provider within Oxfordshire and east Swindon.

## OUR VISION

Education has the power to change lives, communities and society for the better.

At the River Learning Trust we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone.

All of the schools in the River Learning Trust are united by a common belief in the benefits of working together, and by our commitment to our three shared principles.

Our vision is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

Our 'Why?' is that children and young people 'only get one go' in school and that our schools should improve faster and be better as part of RLT to ensure the best possible 'go' for our pupils.

Our 'How' is through the highest possible support and challenge for our schools and each other, underpinned by our three principles.

We use the principles of 'aligned autonomy' to empower colleagues in schools to perform well; we rarely direct from the centre but

rather support leaders and other colleagues to do their work exceptionally well in their own context.

The schools and SCITT are united by their commitment to the principles of the Trust and a common belief in the benefits of everything that is gained by working together.

## WHAT MATTERS TO US

The River Learning Trust is a community of children, young people and adults with shared principles. These principles are:

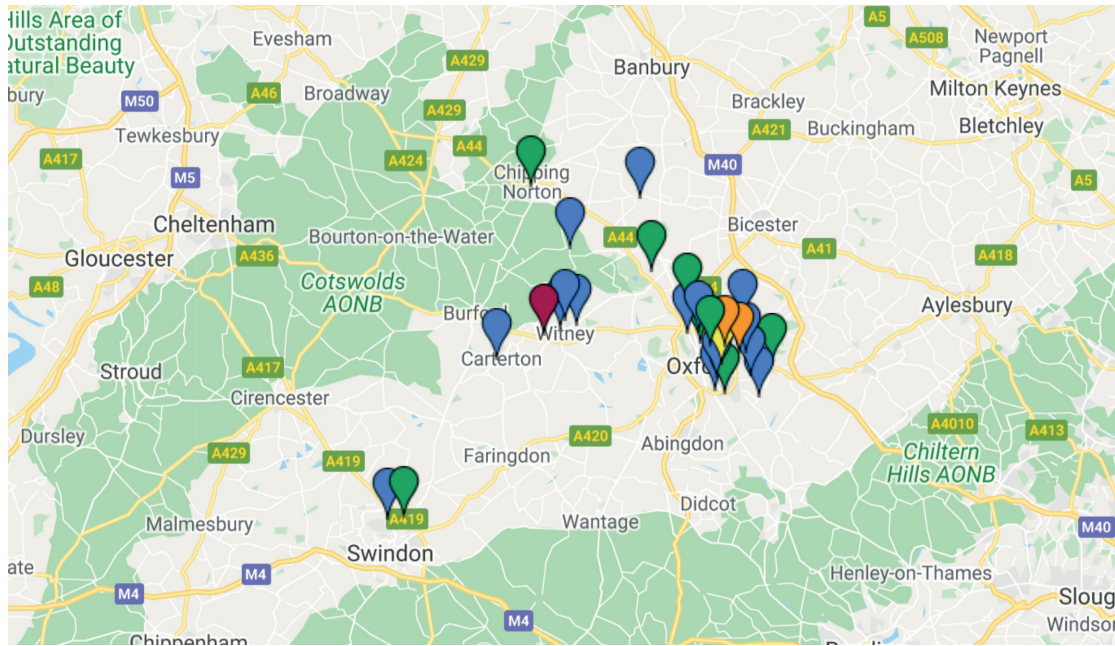
- Commitment to Excellence; striving for the best educational experience through continuous improvement.
- Everyone Learning; creating and taking opportunities that enhance lives through evidence-based practice supporting adult and pupil learning.
- Respectful Relationships; acting with care, integrity, and fairness in all we do.

## THE POWER OF PEOPLE

High performing organisations have the right organisational culture, effective processes and well-trained, motivated colleagues in the right roles.

We focus a great deal on people and the importance of continuous professional learning and development. This role provides an excellent opportunity to impact development and improvement across all of our schools.

# OUR SCHOOLS AND SCITT



We currently educate around 12,000 pupils and have around 1,700 colleagues working in the Trust. The SCITT trains some 110 trainees across 40 schools in Oxfordshire

## SECONDARY SCHOOLS

Chipping Norton School  
Gosford Hill School  
Kingsdown School  
The Cherwell School  
The Marlborough CofE School  
The Oxford Academy  
The Swan School  
Wheatley Park School

## PRIMARY SCHOOLS

Beckley CofE Primary School  
Charlbury Primary School  
Cutteslowe Primary School  
Edith Moorhouse Primary School  
Garsington CofE Primary School  
Horspath CofE Primary School  
Larkrise Primary School  
Madley Brook Primary School  
Middle Barton Primary School

New Marston Primary School  
Rose Hill Primary School  
Sandhills Primary School  
Seven Fields Primary School  
Tower Hill Primary School  
Witney Community Primary School  
Windrush CofE Primary School  
Wolvercote Primary School

## SCITT

Oxfordshire Teacher Training

## TEACHER SCHOOL HUB

Oxfordshire Teaching School Hub  
(The Cherwell School)

*Please visit our website: <https://riverlearningtrust.org/> Here you will find more information about the Trust, our history, our schools and SCITT, our approach, and our people. In particular please read our Report to Stakeholders: December 2020*





## HOW TO APPLY

Potential candidates are encouraged to visit the school and can make an appointment with the school office on 01865 558944.

Applicants should apply via TES online here:

<https://www.tes.com/jobs/employer/cutteslowe-primary-school-1066047>

Closing date for applications is 20 September 2021 at 9am

Interviews: Friday 24 September/Monday 27 September.

*Cutteslowe Primary School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role.*

*The River Learning Trust, which is an exempt charity and a company limited by guarantee, registered in England and Wales with a registered company number 7966500.*